



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, October 15, 2020 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

**Zoom Meeting Details:
Please click this URL to join.**

<https://sanbruno-ca-gov.zoom.us/j/98707611003?pwd=SVJwRGlrckxDdm9XZ0luSnlrVG1lZz09>

**Password:
942330**

**Or join by phone:
US: +1 669 900 9128
Meeting ID:
987 0761 1003**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlf, Vice Chair Pamela Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
 2. **PLEDGE OF ALLEGIANCE:**
 3. **REVIEW OF AGENDA:**
 4. **ACCEPTANCE OF THE MINUTES:** September 17, 2020
 5. **CONSENT CALENDAR:**
 6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
 7. **UNFINISHED BUSINESS:**
 - a. Consider options for culture and arts opportunities during shelter-in-place
 - b. Discuss potential of 2021 holidays home decorating contest
 - c. Review online art map on Commission's web page (Oral)
 8. **NEW BUSINESS:**
 - a. Review Content of 2019/2020 Annual Report to City Council
 - b. Proposal to cancel December 17 meeting (Oral)
 9. **ITEMS FROM COMMISSION MEMBERS:**
 10. **ITEMS FROM STAFF:**
 11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, November 19, 2020 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Culture and Arts Commission
September 17, 2020**

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlf called the meeting of the Culture and Arts Commission to order at 6:33 p.m. Commissioners Present: Chair Rohlf, Vice Chair Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, and Melodie Tobin. Staff Present: Wilma Lee and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** Chair Rohlf led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from May 21, 2020. **MSC Gamble/George.** Accepted 7-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
 - a. Receive report on Traffic Signal Controller Art Project – **Acting Director Wallace** announced that the project has been completed. Photos were shown of the boxes. Discussion about placing art on the remaining six City-owned traffic signal boxes. Staff will put together a report with options and locations for consideration.
 - b. Discuss items for 2019/2020 Annual Report to City Council – **Acting Director Wallace** stated that the annual report to City Council will be on October 27th. Discussed what to include in the report and who would present to Council.
 - c. Discuss culture and arts opportunities during shelter-in-place – Discussed opportunities that might exist during shelter-in-place such as music, something on Channel 1, or entertainment using a large parking lot.
9. **ITEMS FROM COMMISSION MEMBERS:** None.
10. **ITEMS FROM STAFF:**
 - a. City Council Action on Memorial Recognition Sculpture – **Acting Director Wallace** announced that the Park & Recreation Commission approved the new location and City Council approved the funding for moving the sculpture. The project might start in mid-October.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlf**s adjourned the meeting at 7:37 p.m.

DRAFT



CITY OF SAN BRUNO

Community Services Department

DATE: October 15, 2020

TO: Culture and Arts Commission

FROM: Tim Wallace, Acting Community Services Director

SUBJECT: Consideration of Culture and Arts Opportunities During Shelter in Place

BACKGROUND:

Since shelter in place orders were implemented in March 2020, Culture and Arts has had several events cancelled. Chair Rohlf requested that the Commission discuss what opportunities might be available for Culture and Arts Commission involvement during the current shelter in place period.

DISCUSSION:

At its September meeting, the Commission discussed various possibilities to hold events online and/or in-person. The discussion settled on a few possibilities around musical performances.

These possibilities include hiring a band to perform pop-up concerts on a large flat-bed truck that would move between various public parks or streets in various neighborhoods. These concerts would be filmed by CityNet staff and shown on Channel 1 and the City's YouTube channel.

A similar idea would be to hire bands to perform pop-up concerts at various public parks in various neighborhoods at various times and dates. These concerts would also be filmed by CityNet staff and shown on Channel 1 and the City's YouTube channel.

A third idea would be to hire bands to play in the Library's community room at various times and dates. These concerts would have no live audience and would be filmed by CityNet staff and shown on Channel 1 and the City's YouTube channel.

Another idea was to have the Parkside Middle School or Capuchino High School band play over Zoom.

It is staff's recommendation that any concerts be held indoors with no audience. The reasons for this recommendation are two-fold.

- 1) Holding outdoor concerts presents the opportunity for crowds to gather, which is something to be avoided during the current pandemic.
- 2) These concerts would most likely be held during the winter months, which means the possibility of inclement weather would be significant.

Beyond what was discussed at the September meeting are other opportunities for the Commission to bring live or recorded online artistic entertainment opportunities to the residents of San Bruno. The San Bruno Library is interested in "hosting" musical and entertainment programming, but currently lacks the funds to do so.

For example, the Dave Rocha Trio is a jazz group that has been regularly performing concerts through libraries during shelter-in-place. The group performs from their own location where the technical tools exist to get perfect sound from each instrument and have that perfect sound come through in a virtual environment. In addition, performing in their own environment gives the group the knowledge that they are in a safe and sterile environment. The trio cost is \$700 for a 60-70 minute concert.

Cascada de Flores is another example of a group that has been performing regularly during shelter-in-place. Cascada de Flores brings songs and traditions of Mexico into simple arrangements that allow space for improvisation and expression. Much like the Dave Rocha Trio, Cascada de Flores performs in their own location where they know the sound is excellent and the performers are safe. Cascada de Flores charges about \$500 for a one hour performance.

If the Commission wishes to move beyond musical performances, an option is the Fratello Marionettes. The Fratello Marionettes have been performing virtually for Bay Area libraries throughout shelter-in-place. This group appeals to children of all ages and performs many different programs including Mother Goose Land, Carnival of the Animals, The Frog Prince, amongst others. Fratello Marionettes charges \$400 for a 40 minute recorded performance followed by live virtual Q&A session of unlimited length.

In addition, there is an opportunity for the Culture and Arts Commission to sponsor the Library's Winter Reading Program, which will have an art theme this year and be titled "Winter Reading with the Arts." The Winter Reading Program is open to all ages and runs from mid-December to mid-January. The Library will move the traditional winter reading program to a hands-on and virtual model using both art and reading. This year's Winter Reading model will reach at least 200, but expect many additional attendees, counting by reading logs and participation in the craft and program "attendance." Participants who register completion of their reading online will be eligible for a raffle prize. Live streaming storytimes during this period will focus on an art theme to tie in with the Winter Reading program. There will be a collaborative art project with a craft kit to be picked up with a reading log and, for children, a book. Participants can return their collaborative art project to the library to have it featured in a virtual Art Show video as well as the new background art for Live Storytime. Finally, specifically for adults and teens, the Fine Arts Museums of San Francisco Docent Program will conduct a virtual Art Talk. Costs for the virtual crafts programs, including all supplies, and prizes for signing up and for finishing the reading program is \$1,800. This includes the FAMSF virtual art talk, which comes at zero cost through the end of 2020.

FISCAL IMPACT:

Depending on the options chosen and the number of events, expenditures could range from several hundred to several thousand dollars.

ATTACHMENTS:

None.



CITY OF SAN BRUNO

Community Services Department

DATE: October 15, 2020
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discussion of 2021 Holidays Home Decorating Contest

BACKGROUND:

Chair Rohlf requested items be added to the October agenda regarding the potential of the Commission to host a home decorating contest for 2021 holidays.

DISCUSSION:

Potential holidays for a contest to be held would include Halloween and the end-of-year holidays. There would be potential for a prize for winners.

FISCAL IMPACT:

None at this time, but could potentially include any cost for prizes.

ATTACHMENTS:

None.



CITY OF SAN BRUNO

Community Services Department

DATE: October 15, 2020
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Review of Culture and Arts Commission Annual Report to City Council

BACKGROUND:

Every October the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months.

DISCUSSION:

The Commission is scheduled to present its annual report to the City Council on Tuesday, October 27. Commissioners will be presented with a draft version of the PowerPoint to be presented to the City Council. Staff is seeking the input of Commissioners regarding the contents of the report.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.